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PLANS STAFF

REPORT OF PROGRESS AND PROGRAM PLANS

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From 1 July 1955 Through 31 December 1956

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REPORT OF PROGRESS AND PROGRAM PLANS

SECTION I. Progress and Accomplishments During Period From 1 July 1955
Through 31 December 1956

A. GENERAL SUMMARY

Summary of Plans Staff Activities and Accomplishments During Period From
1 July 1955 Through 31 December 1956.

1. The conceptual change in the approach followed by the Plans Staff in the performance of its responsibilities, which was activated immediately prior to the beginning of this reporting period during the reorganization of the Office of Personnel, resulted in the initial preparation of a number of regulations and internal instructions by the Divisions and Staffs. In the coordination and processing of these regulations by the Plans Staff, clarifications were obtained and differences resolved resulting in an agreed position.

2. The production and priorities program of the Plans Staff during this period was almost entirely based upon assignments externally levied which included the following:

a. The processing of all regulations, in the area for which the Office of Personnel has responsibility, required to rescind Confidential Funds Regulations;

b. The coordination and review of legislative proposals referred from the Legislative Counsel and the preparation of comments thereon;

c. The provision of staff assistance, as required, in the preparation of staff studies, regulations, notices, analysis of legislation and other material for the consideration of the CIA Career Council;

d. The processing of implementing regulations required by the enactment of new legislation, or, the revision or amendment of regulations required by the revision or amendment of public laws;

e. The meeting of the Agency requirement that field and headquarters regulations and notices be coordinated and published simultaneously;

f. The consideration and handling of Agency notices expiring during this period in cognizance of the requirement that material, the substance of which is of a permanent nature, be published in Agency regulations;

g. The processing of replies to internal memoranda received by the Office of Personnel which were forwarded to this Staff for handling;

h. The review, coordination and preparation of comments on non-personnel regulations of the Agency.

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3. In addition to the work performed in accordance with the externally imposed priorities and assignments mentioned in paragraph b, above, the Plans Staff continued with the processing of the yet unpublished basic personnel regulations.

B. SPECIFIC ACCOMPLISHMENTS

Described in the following paragraphs are the specific areas in which this Staff made accomplishments during the period from 1 July 1955 through 31 December 1956.

1. Allowances

The development of a group of regulations in the allowance field and the realignment of all allowance regulations into a consecutive series in the Agency regulatory system was substantially completed during this period. In addition to the evident desirability for comprehensive regulatory coverage in this area, the development of these regulations will also effect rescission of Confidential Funds Regulations in accordance with the program for that purpose. When this series of regulations is published, all standardized allowances will be covered in one regulation, clothing allowances in another and two special allowances in two other separate regulations. In addition to the regulations developed in this area, it was necessary to develop an interim Agency regulation covering the Home Service Transfer phase of the omnibus standardized allowances regulation to provide coverage until the basic regulation is published.

2. Fitness Report

In conjunction with the Assessment and Evaluation Staff of the Office of Training and under the immediate direction of the Deputy Director of Personnel for Planning and Development, this Staff participated in: the revision of basic Agency fitness report regulations; the development of a fitness report handbook which serves as a guide to reporting supervisors and reviewing officials; and the major revision of the fitness report form. This process of revision and development extended throughout the entire reporting period and culminated in the approval and use of the new form effective 1 January 1956.

3. Tables of Organization

The Plans Staff participated with other interested divisions of the Office of Personnel in the development of the new conceptual approach to the Agency's T/O structure to include staffing and development complements. A definition of ceiling for staff employees and staff agents was also completed. Development continues on the establishment of a T/O control system for contract employees on which a contract employee ceiling can be based.

4. Details

As a result of a long outstanding objective and in order to comply with the program for the rescission of Confidential Funds Regulations, issuances were developed which, together with the regulation on Detailed Military Personnel,

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provide complete regulatory coverage for all categories of detailed personnel. Three separate regulations were developed covering the detail of Agency personnel within the Agency, the detail of Agency personnel to other organizations and the detail of personnel from other organizations.

5. Retirement

It was necessary to revise the headquarters and field regulations on retirement in order to reflect changes to the basic laws governing the federal retirement system. In addition, procedures for the advance notification of employees approaching the mandatory retirement age were also modified in these revisions. Headquarters and field notices were also prepared and forwarded for preliminary coordination with the Offices of the General Counsel and the Comptroller on the retention of Civil Service retirement coverage by the continuity of service rule.

6. Pay Administration

Several sections of the basic regulation on Pay Administration were developed and processed to the Regulations Control Staff for Agency coordination during this period. These sections cover Longevity Step Increases, Wage Administration Step Increases, the Settlement of Compensation Differences and a revision of Periodic Step Increase Section. An Agency notice was also prepared to announce higher entrance salary rates for Medical Officer positions as a result of the Civil Service Commission having announced similar provisions for increased entrance rates for Medical Officer positions under the Classification Act of 1949.

7. Recruitment

A staff study was prepared concerned with the employment of personnel on provisional clearance which was approved and resulted in the publication of an Agency notice which established controls for the hiring of provisionally cleared clerical and professional personnel. The regulation on the recruitment and employment of draft eligible personnel was also completed and processed for coordination.

8. Hours of Work

After extensive development and informal coordination over a long period, the basic headquarters and field regulations on hours of work were processed to the Regulations Control Staff for Agency coordination. This is a very comprehensive regulation and has been very thoroughly considered by the offices primarily concerned. It is expected that, due to the thoroughness in the preparation of this regulation, any comments received will be such that they can readily be resolved.

9. Leave

The development of the corresponding basic field regulation on Leave was completed during this period, the headquarters regulation having been published for some time. In addition, a supplement to the headquarters and

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field regulations was developed as a result of a decision of the General Counsel limiting the establishment of suspended leave accounts. Two changes to the headquarters and field regulations were also processed which respectively provided that absences in excess of three work days must be supported by a medical certificate and the other was concerned with the computation of the period of continuous service abroad.

10. Compensation

The comments received from the coordination of the Employee Compensation Benefits regulation required extensive rearrangement and redrafting. This regulation is now presented in two sections, the first covering injuries which are incurred in the performance of duty and adjudicated under the Federal Employees Compensation Act and the second concerned with the handling of illnesses or injuries which are incurred by overseas employees in the line of duty and which are processed under P.L. 110.

11. Processing and Records

Several changes to the regulation and handbook on personnel regulations and reports were completed. They involved a clarification of suspension for physical security reasons and provide for the institution of the modified version of the SF-50 for authentication of actions for personnel paid from confidential funds. An Agency notice was also processed which will serve to establish an effective control on the handling of Official Personnel Folders.

12. Separations

The regulations on separation actions were amended to include substantive material previously published in Agency notices and to cover and clarify other situations which developed subsequent to the publication of these regulations. They included provision for interviews, by the Office of Personnel, of personnel considering resignation; a clarification of procedures to be followed in the event of abandonment of position action is indicated; review of separation actions by the employee's Division or Staff Chief in the DD/I or DD/S area or by the Branch Chief in the DD/P area, as appropriate, in order to bring the problem of employee turnover more sharply in focus to officials who might be able to deter resignations of capable employees and a provision which would provide for the delivery of Form 21 by separating employees to the appropriate Payroll Office of the Office of the Comptroller. There was also an amendment which adopted a recommendation suggested by the Inspector General.

13. CIA Career Council and the Career Services

The two primary developments in this area occurring during this period were the development of a comprehensive regulation covering the policy, responsibilities, and procedures for the administration of the Junior Career Development Program, and the processing of an Office of Personnel Memorandum on individual career development. Additionally, several changes were processed involving responsibilities of Career Service Heads and the assignment and use of Career Service Designations. The approval by the Director of the staff study on the new assignment and promotion policy also required a change to the basic career council and career services regulation to authorize the Heads of Career Services, Boards, and Panels to assign a designation to positions under their jurisdiction.

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14. Employee Services

Activity in this area was primarily concerned with the review, revision and reissuance of Agency notices involving State and Federal Income Tax, the U.S. Savings Bond Program, the Consolidated Charities Fund, the Potomac Recreation Association and financial assistance available to employees. The decision to publish a separate regulation or issuance and other developments subsequent to the time the basic employee services regulation was forwarded for Agency coordination have reduced the scope of that regulation. Work continued on this regulation in light of these developments and comments received after coordination.

15. Employee Conduct

The regulation on employee conduct is set up in two sections. The second section was processed for coordination during this reporting period. It is concerned with the indebtedness of Agency personnel. The development of the first section, which deals with those aspects of employee conduct closely related to employee-work and employee-supervisor relationships, is nearing completion.

16. Overseas Personnel

Following the development of a staff study, which was approved by the Director, concerning the execution of an agreement by personnel assigned overseas which would restrict their subsequent foreign residence, an Agency notice and foreign residence agreement was prepared and forwarded for publication.

17. Office of Personnel Memoranda

During this period, nine Office of Personnel Memoranda were developed and forwarded for signature and publication as follows:

- a. 20-645- - Recording Service Computation Date
- b. 20-190- - Appointments to Executive Committee, Personnel Career Board.
- c. 20-110-6 - Personnel Career Board
- d. 20-801- - Establishing Effective Dates of Personnel Actions.
- e. 20-660-9 - Direction Signs in Curie Hall Corridors
- f. 20-500- - Temporary Assignments Under Authority of Paragraph 5,
R [REDACTED]
- g. 20-803- - Destruction of Applicant Folders.
- h. 20-803- - Control of the Charge-Out and Loan of Official Personnel Folders
- i. 20-800- - Routing of Personnel Actions Involving changes in Position Numbers Only.

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j. Revision of the Office of Personnel Memorandum on Civil Service Retirement.

18. Assignment and Promotion

This Staff participated in the formulation and development of a staff study which received the Director's approval and resulted in a change in Agency assignment and promotion policy. This Staff also participated in a proposed revision of the assignment and promotion regulations required to implement the recommendations approved in the above mentioned staff study.

19. Other

Among other assignments completed during this reporting period are the following:

a. The preparation of Agency notices announcing the assignments to key positions and the participation of employees in the welcoming ceremonies for foreign dignitaries.

b. The preparation for reissuance of instructions to Operating Officials and employees concerning place-of-employment questions posed by public school districts in Nearby Virginia and Maryland.

c. Consultation with the Agency Emergency Officer in the development of an Agency notice regarding the participation of Agency employees in State and local civil defense pre-emergency training programs.

d. Agency notices on military per diem and the status of military reservists were also processed for coordination and publication respectively.

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SECTION II. Program Plans for the Six-Month Period From 1 January 1956
Through 30 June 1956

- A. The primary objective for this Staff for the first six months of 1956 is to complete as many as possible of the basic regulations in the personnel series that have not as yet been published. Developments at the end of the calendar year 1955 indicate that considerable priority will be given to the completion of field and headquarters regulations concerning contract personnel. This will involve completion of separate headquarters regulations for contract employees and independent contractors and one field regulation for these two categories of personnel. In addition, it is planned that the processing of the following regulations will be among those afforded priority handling during this period: Employee Emergencies, Details, Overseas Tours of Duty, Assignment, Promotion, Allowances, Employee Conduct and Employee Services.
- B. It is contemplated that the Plans Staff will have a considerable amount of proposed personnel management legislation to review, analyze and comment upon during this period. This appears particularly evident in the areas of retirement, health, and training in which it is expected that the administration will make comprehensive proposals.
- C. To the extent possible, in view of the anticipated regulation and legislation workload and bearing in mind the fact that a considerable number of personnel regulations are out for Agency coordination and on which comment will be received for resolution during this period, this Staff plans to review personnel problems and prepare recommendations intended to effect solutions thereto.
- D. The continuation of the Office of Personnel's responsibilities for the development of certain of the regulations in the travel series will continue to be a priority consideration during this period.

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